



STATE OF GEORGIA
Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

These items need to be submitted via postage mail.

1. Criminal Records Check/Initiation of Process
 - a. To be completed by contractor. Please use **COGENT**. Background checks last 5 years. If they are still usable (within 5 years), **they MUST be through COGENT**. If they are not, you will have to get them through **COGENT**. Please address this in your budget if needed. **These MUST be NOTARIZED**.
 - b. Please see attached Background Check Form for additional information.
2. Georgia Department of Revenue Form
 - a. Please complete the attached Tax Compliance Form
3. Security Immigration & Compliance Contractor Affidavit– Businesses
Download the Affidavits (3 forms) at https://www.audits.ga.gov/NALGAD/section_3_affidavits.html
Federal Work Authorization (E-Verify) Number can be obtained by visiting and/or registering via the USCIS E-Verify Website Portal. The Work Authorization (E-Verify) Number can be 4, 5, or 6 digits long; NO letters.
<http://www.uscis.gov/e-verify>
 - a. To be completed by contractor. **These MUST be NOTARIZED**.
 - b. Please see the attached Security Immigration & Compliance Form. Complete the Contractor Affidavit, and have any sub-contractors complete the Subcontractor Affidavit. **ALL FORMS MUST BE NOTARIZED**.
4. Certificate of Liability Insurance
 - a. To be completed by entities other than governments.
 - b. Please see the attached Insurance Para 129 Form to ensure your organization has the appropriate amount of insurance.
5. Corporate Resolution – Nonprofits
 - a. To be completed by contractors. Please see the attached Sample Corporate Resolution. This sample is a possible template. Contractors are not required to use this template, but the Corporate Resolution needs to include all of the items on the template. **This MUST be NOTARIZED**.
6. W-9
 - a. To be completed by the contractor.
 - b. Please see the attached W-9 Form.
7. OFS Vendor Management Form
 - a. To be completed by the contractor.
 - b. Please see the attached Vendor Management Form.

Please mail to:

Division of Family and Children Services
Office of Prevention and Family Support
ATTN: First Steps
2 Peachtree Street, NW, 26th Floor
Suite 26-266
Atlanta, Georgia 30303